

# VACANCY NOTICE

#2882

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <b>Benefit Claims Specialist</b>	CLASSIFICATION CODE: 02587700
	SALARY RANGE: (323A) \$42006 - \$48047	REFERENCE POSITION NO.: 8010-00100- (3 Positions)
	Labor & Training Income Support- TDI	APPLICATION PERIOD: 07-27-12 thru 08-02-12 by 4:00pm
	DEPARTMENT DIVISION/SECTION/UNIT	grace period for LOCAL 401 EMPLOYEES ONLY ends 8/6/12 by 4:00pm
General Information to Candidate	Assignment(s) / Comments	
	Shift and Days: Monday -Friday 8:00am-4:00pm	Job Location: 1511 Pontiac Ave., Cranston, RI 02920
	Restrictions/Limitations: <b>EMPLOYEES WHO CURRENTLY HOLD THE BENEFIT CLAIMS SPECIALIST CLASSIFICATION</b>	
	Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	Name of Bargaining Unit Union: Rhode Island Employment Security Alliance, Local 401	
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either in the application or within a cover letter, both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul> <b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b> <ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b> In the Department of Labor and Training, to perform research, fact-finding, analysis, and/or interviews on complex and disputed claims for temporary disability insurance; to provide input and assistance in resolving adjudication issues and cases; as required, to represent the Department of Labor and Training at Board of Review appeal hearings; and to do related work as required. <b>***For additional information, the job description is available at <a href="http://www.hr.ri.gov/classification/jobspecs.php">www.hr.ri.gov/classification/jobspecs.php</a>.***</b>	
	Minimum Education & Experience	<b>EDUCATION:</b> Such as may have been gained through: graduation from a college of recognized standing with a bachelor's degree in labor relations, personnel, business or public administration, or the behavioral or social sciences, or a closely related field; and <b>EXPERIENCE:</b> Such as may have been gained through: employment in a position responsible for conducting interviews involving fact-finding, analysis and evaluation of data relevant to unemployment issues. <b>OR,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.
Where to Apply		Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>EMAIL OR MAIL YOUR RESUME OR CS-14 APPLICATION TO:</b>  Kelly L. Liles General Government Service Center Department of Administration Office of Human Resources, 3rd Flr. One Capitol Hill, Providence, RI 02908  EMAIL: <a href="mailto:KellyL-resume@hr.ri.gov">KellyL-resume@hr.ri.gov</a> TTY/TDD#: 711 (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER